

ODP 678-77

13 APR 1977

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA
FROM : Clifford D. May, Jr.
Director of Data Processing
SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs
REFERENCE : Memo fm DD/A (DD/A 76-5788), dtd 19 November
1976, Same Subject

1. Attached is our report on fighting inflation and
reducing operating costs for the first half of fiscal year
1977. STATINTL

Attachment

Distribution:

Orig & 1 - Addressee
1 - ODP Registry
2 - O/D/ODP

STATINTL

O/D/ODP, [REDACTED] /mlc/12April1977

cc: DD/P/ODP
DD/A/ODP
C/SPS/ODP
C/MS/ODP
[REDACTED]

OFFICE OF DATA PROCESSING
Fighting Inflation and Reducing Daily Operating Costs
Report for FY 1977

<u>Description of Activity</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1977</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1977</u>	<u>Group III</u> <u>One Time Savings</u> <u>For FY 1977 Only</u>
<u>Improved Documentation Procedure</u> <u>for Generalized Information</u> <u>Management System (GIMS) Files</u>			
A new computer program was developed which eliminates a significant amount of the clerical and analytical effort required to document GIMS files. Savings are accrued from reduced clerical effort, improved communication and increased programmer/analyst productivity.	\$ 800.	\$ 5,000.	
<u>Reduction in Disk Space Requirements for CENBAD Disk Test Data Base</u>			
Reduction in disk space requirements for Central Badge test data base allowed the release of 1 1/2 disk packs that had been allocated to CENBAD.	\$ 250.	\$ 500.	
<u>Modification of General Accounting System (GAS) Program</u>			
Modification to the Job Control Language for GAS computer programs reduced elapsed time for the preparation of month-end General Ledger reporting by 50%.	\$ 1,080.	\$ 6,480.	

OFFICE OF DATA PROCESSING
Fighting Inflation and Reducing Daily Operating Costs
Report for FY 1977

<u>Description of Activity</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1977</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1977</u>	<u>Group III</u> <u>One Time Savings</u> <u>For FY 1977 Only</u>
<u>Improvement in Computer Processing</u> <u>for OTS</u>			
The TISIPS computer system was modified which effected an estimated 31% savings in data entry processing. This will yield an estimated annual savings of \$6,048.	\$ 3,024.	\$ 6,048.	
<u>Improvement in Computer Processing</u> <u>for OGCR</u>			
The configuration of World Data Bank II data sets was modified which effected an estimated 85% reduction in computer elapsed processing time. This will yield an estimated annual savings of \$38,976.	\$19,488.	\$38,976.	
<u>Improved Update Program for OMS</u>			
The clinical update program was modified for more efficient processing. This 80% reduction in CPU time will save approximately \$900 per year.	\$ 150.	\$ 900.	

OFFICE OF DATA PROCESSING
Fighting Inflation and Reducing Daily Operating Costs
Report for FY 1977

<u>Description of Activity</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1977</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1977</u>	<u>Group III</u> <u>One Time Savings</u> <u>For FY 1977 Only</u>
<u>Discontinued Computer Applications</u>			
A combination of eight retrieval and information systems for OER, OF, OGCR, OC and OWI were discontinued	\$43,887.	\$65,830.	
<u>Change of Storage Media from Tape to Disk</u>			
Changing from tape to disk for the Human Resource System (HRS) reduced elapsed processing time by 91 hours (62%) per year, giving an annual savings of \$864.	\$ 432.	\$ 864.	
Changing from tape to disk for Payroll processing has reduced the tape setups by 96%, reduced overtime by 104 hours per year, and provided other processing efficiencies giving an annual savings of \$2,490.	\$ 1,245.	\$ 2,490.	
	<u>\$70,356.</u>	<u>\$127,088.</u>	

05/23 : CIA-RDP83T00573R000600030011-4

ODF #2390-76

DDA 76-5788

19 NOV 1976

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Reducing Daily Operating Costs

REFERENCE : Memo dated 28 February 1975 to Deputy
Directors and Heads of Independent
Offices from DCI, Subject: Fighting
Inflation and Reducing Daily Operating
Costs

1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.

2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

Group I : Savings to date for the current fiscal year.

Group II : Annual savings projected in future fiscal years.

Group III: One-time savings for the current or future fiscal years (This group should not include savings reported in Groups I or II.)

SUBJECT: Reducing Daily Operating Costs

3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.

4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings. STATINTU



John F. Blake

Attachment:

Extract from Previous Report As Stated

Distribution:

1 - Each Addressee w/att.

Administrative - Internal Use Only

OFFICE OF DATA PROCESSING
Fighting Inflation and Reducing Daily Operating Costs
Report for FY 1976

<u>Description of Activity :</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1976</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1976</u>	<u>Group III</u> <u>One Time Savings</u> <u>for FY 1976 Only</u>
<u>Consolidation of Production</u> <u>Division Software</u>			
Consolidating computer utility programs and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000	
<u>Improved Report Program for OMS</u>			
A computer report program was modified for more efficient processing and it is estimated that this will save \$5,000 per year.	-	5,000	
<u>Implementation of Program Library</u> <u>Software</u>			
A software package for maintaining a library of computer programs will reduce magnetic disk and tape storage requirements and require less manpower.	1,000	5,000	

Administrative - Internal Use Only